



CITY OF HOUSTON BOARDING HOME REGISTRATION

DATE _____

Office Use:
Certificate # _____

Expiration Date _____

PLEASE PRINT

Name of Boarding Home _____

- ☐ Yes, this boarding home is operated under an Assumed Name. Attach copy of the Assumed Name Certificate filed in compliance with the Assumed Name Business or Professional Name Act (TX Business and Commerce Code, Chapter 36).
- ☐ No, this boarding home is not operated under an Assumed Name.

Boarding Home Address _____
Street Number/Street Name City State Zip Code

Legal Description of the tract of land on which the boarding home is located _____

Harris County Appraisal District (HCAD) number _____

Mailing Address _____
PO Box or Street Number/Street Name City State Zip Code

Boarding Home Telephone Number _____ Fax Number _____

Owner E-mail address _____

Driver's License Number of Operator _____ State _____

Owner's Name _____ Telephone _____

Owner's Street Address _____
Street Number/Street Name City State Zip Code

Owner's Mailing Address _____
PO Box or Street Number/Street Name City State Zip Code

Check what applies and provide corresponding documentation.

- ☐ Yes, I am the owner of the tract of land on which the boarding home is situated. Attach copy of recorded deed.
- ☐ No, I am not the owner. I have been given the legally enforceable right to use and possess this tract of land for operation of the boarding home. Attach a copy of the document to show proof of this fact.
- ☐ Yes, this boarding home is a Texas Corporation. **Attach** a certified copy of the valid Articles of Incorporation.
- ☐ Yes, this boarding home is a Foreign Corporation. **Attach** a certified copy of the valid Certificate of Authority to Transact business in Texas.
- ☐ Yes, this boarding home is a Limited Partnership formed under Texas law. **Attach** a certified valid copy of the Certificate of Limited Partnership filed in the office of the Secretary of State.
- ☐ Yes, this boarding home is a Foreign Limited Partnership. **Attach** a certified valid copy of the Certificate of Limited Partnership and the qualification documents filed in the Office of the Secretary of State.
- ☐ Has a fire inspection been requested and paid. Provide receipt.

1. Give the date on which you acquired the boarding home facility. _____ / _____ / _____
Month Day Year
2. Give the date on which the boarding home began operations. _____ / _____ / _____
Month Day Year
3. IF you have not begun operations THEN give the expected start-up date. _____ / _____ / _____
Month Day Year
4. What is the maximum number of beds provided at the facility?
5. How many beds are currently assigned to residents at the facility?
6. Describe the type of security and resident monitoring systems currently used at the facility.

7. Describe the services you provide to residents at the facility.

<input type="checkbox"/> a. Community meals	Number of meals per day _____
<input type="checkbox"/> b. Meal preparation	<input type="checkbox"/> e. Grocery shopping
<input type="checkbox"/> c. Light Housework	<input type="checkbox"/> f. Money management
<input type="checkbox"/> d. Transportation	<input type="checkbox"/> g. Laundry services
8. Do you provide assistance with self-administration of medication? Yes ☐ No ☐
9. Is this facility in full compliance with Chapter 325 of the Texas Health and Safety Code? ☐ Yes ☐ No
10. Have you ever been arrested, charged or convicted for any criminal offense in this state or any other state or country? Yes ☐ No ☐
- Owner (s) and operator (s) shall consent to and complete state or federal forms that are required to obtain a **criminal history report for the owner(s) and operator (s)**. The registration for a boarding home facility may be denied, revoked, suspended or denied for renewal if the owner (s) or operator(s) or employees of the facility have been convicted of a criminal offense(s) within the five-year period immediately preceding the date of the filing of the registration application. Such offense(s) involving fraud, theft, forgery, regulating firearms; and involving possession, use of or sale of drugs (except conduct classified as no greater than a Class C misdemeanor); and involving prostitution or the promotion of prostitution, rape, sexual abuse, sexual assault, rape of a child, sexual abuse of a child or indecency with a child; any other felony offense listed under Title 5 of the Texas Penal Code.



Section. 1-11. Application for permits, licenses, etc.

(a) A license, permit or certificate issued pursuant to any code or ordinance of the city shall not be issued unless the applicant submits with the application the following declaration, pursuant to Texas Civil Practice and Remedies Code section 132.001:

My name is _____,
(first, middle and last name),

My date of birth is _____, and

My address is _____, and
(street, city, state, zip code)

(country)

I have personal knowledge of the statements made in the application. None of the statements are misleading or false. I acknowledge that issuance of the license; permit or certificate does not excuse or approve any violation of deed restrictions or city, state, or federal laws or regulations. To the extent that this declaration is made on behalf of a corporation or any other legal entity or persons, I certify that I have fully advised them of the contents of the application and this declaration and that I am authorized to execute this declaration.

I declare under penalty of perjury that the foregoing is true and correct.

Executed in _____ County, State of _____, on the
_____ day of _____,
(month) (year)

Declarant



Criminal Offense Affidavit

Before me the undersigned authority on this day personally appeared _____
(type or legibly print name of affiant) who being first duly sworn by me deposed and said:

I understand and agree that neither the owner (s), nor the operator (s), nor any of the employees of the boarding home facility have been convicted of any of the criminal offenses designated in Section 1-10 (b) (6) of this Code within the five-year period immediately preceding the date of the filing of the application, and stating further that the owner (s) and operator (s) acknowledge that non-compliance with Section 1-10 (b) (6) of this Code shall constitute cause to deny, revoke, suspend, or refuse for renewal, as applicable, the registration for the boarding home facility.

To the extent that this affidavit is made on behalf of a corporation or for the benefit of any persons other than myself I certify that I have fully advised them of the content of this affidavit and that I am duly authorized to execute the same as the act and deed of the applicant or persons.

To certify which, witness my hand and seal of office this _____ day of _____ 20____.

Notary public in and for the State of Texas

My Commission expires: _____

Boarding Home Employee Affidavit

Before me the undersigned authority on this day personally appeared _____
(type or legibly print name of affiant) who being first duly sworn by me deposed and said:

I fully understand and acknowledge that as an employee of this boarding home facility I may be criminally liable under Section 48.052, Texas Human Resources Code, for failure to report abuse, neglect or exploitation of any resident.

To certify which, witness my hand and seal of office this _____ day of _____ 20____.

Notary public in and for the State of Texas

My Commission expires: _____